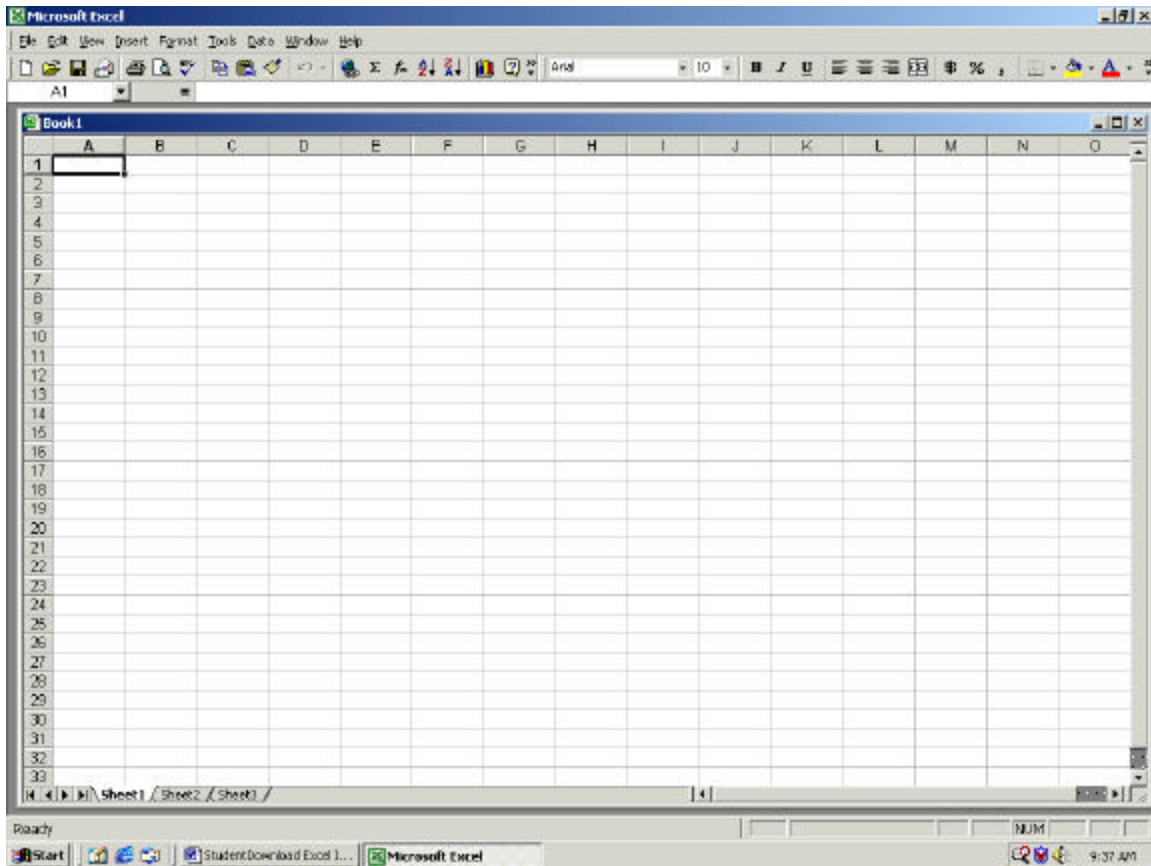
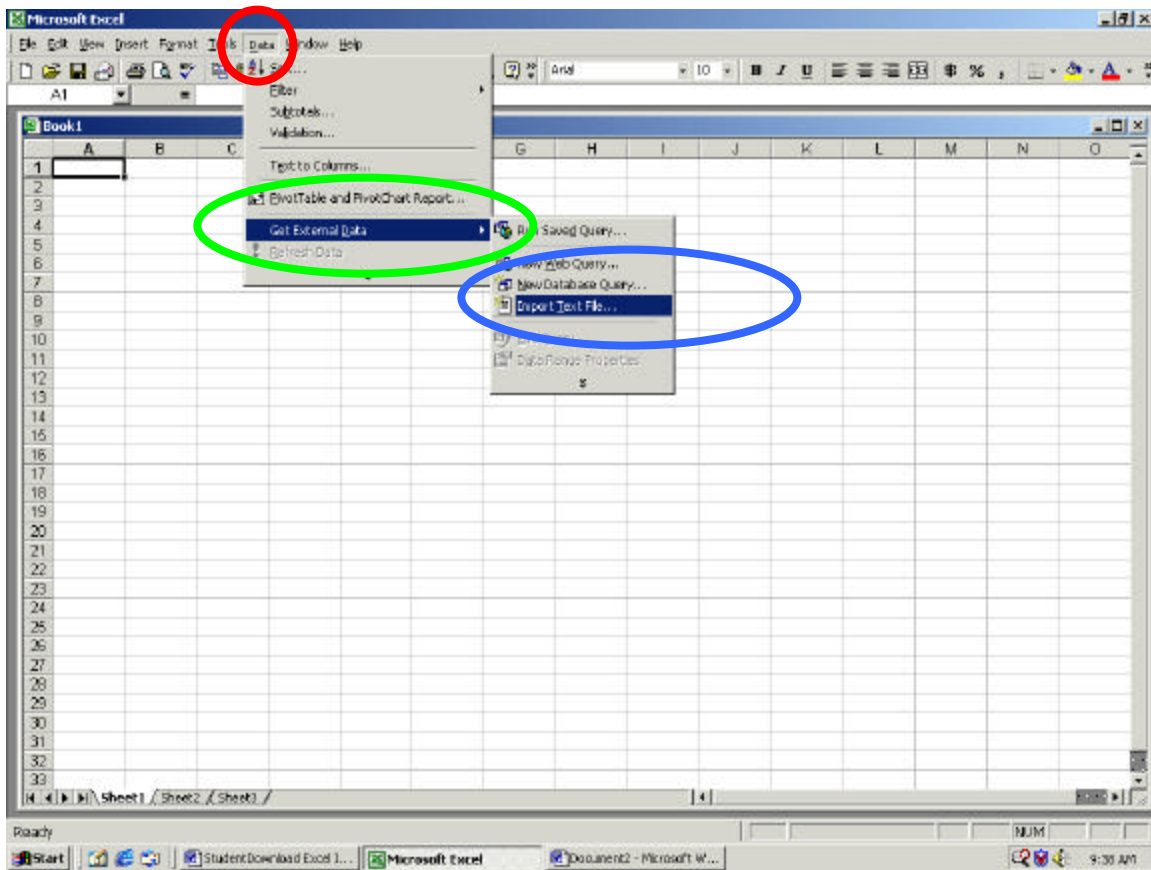


How to create an Excel spreadsheet From a Text file:



**First, open Excel.
This should show you a blank spreadsheet.**

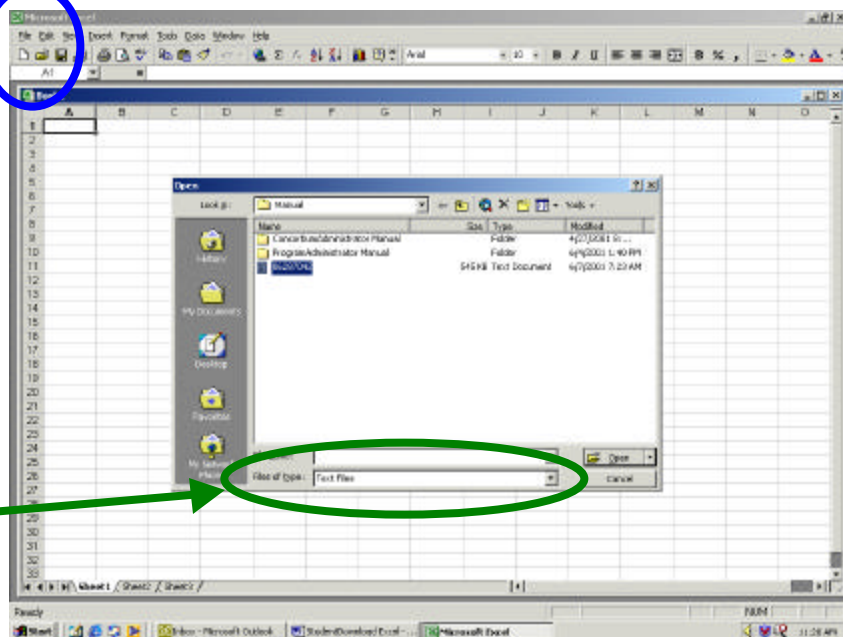


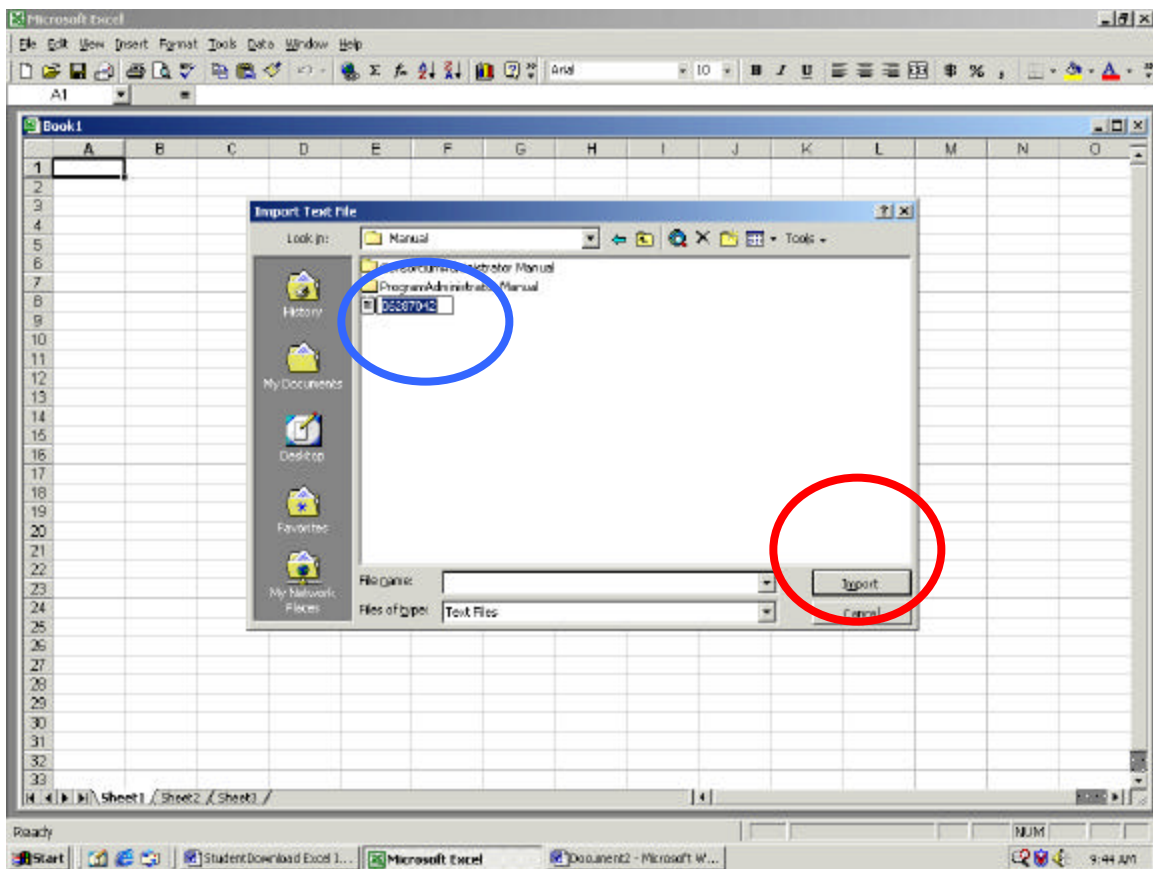
click on **Data** in the menu bar at the top of your screen

then **highlight** *Get External Data*

then click on *Import Text file*

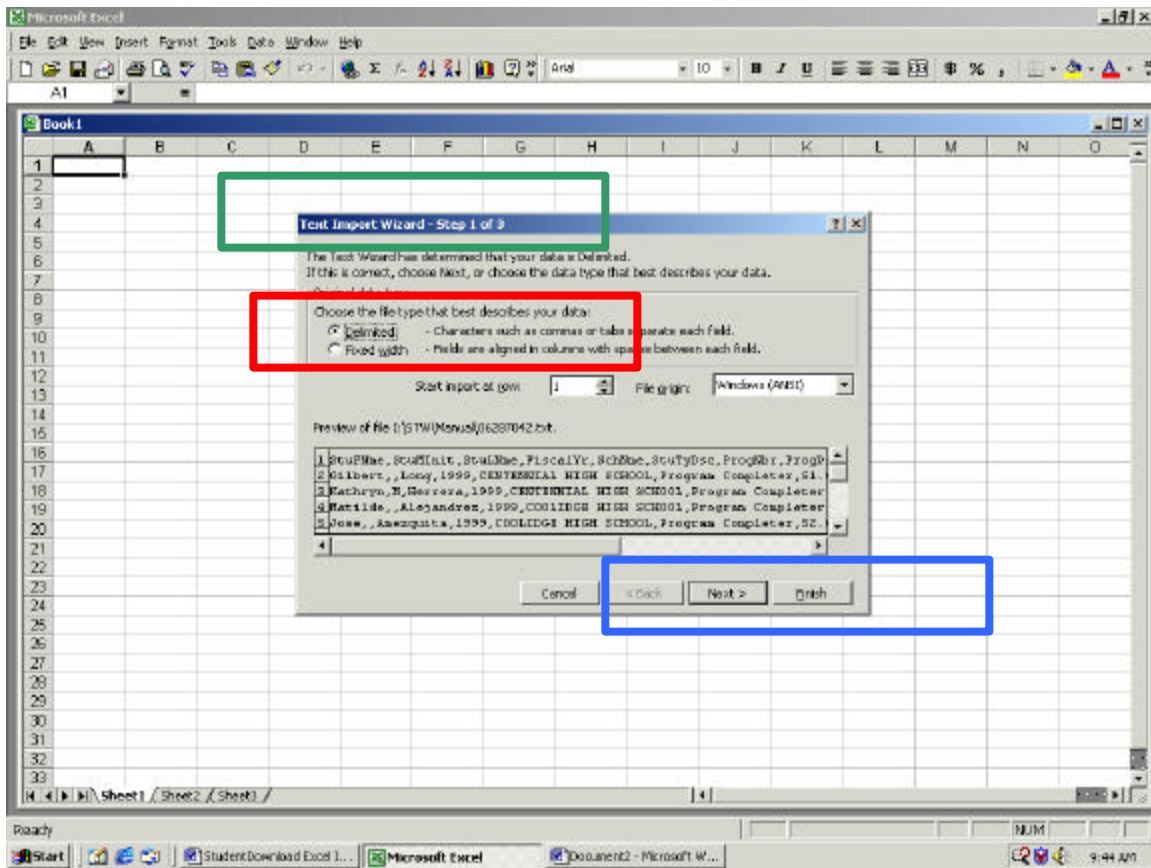
If your version of Excel does not have the "Get External Data" function, click "File" and then click "Open" – on the drop down menu for "Files of type" select **Text Files**





Find the text file you created containing the Student Data Download you selected. This will be located in whatever folder you saved it in.

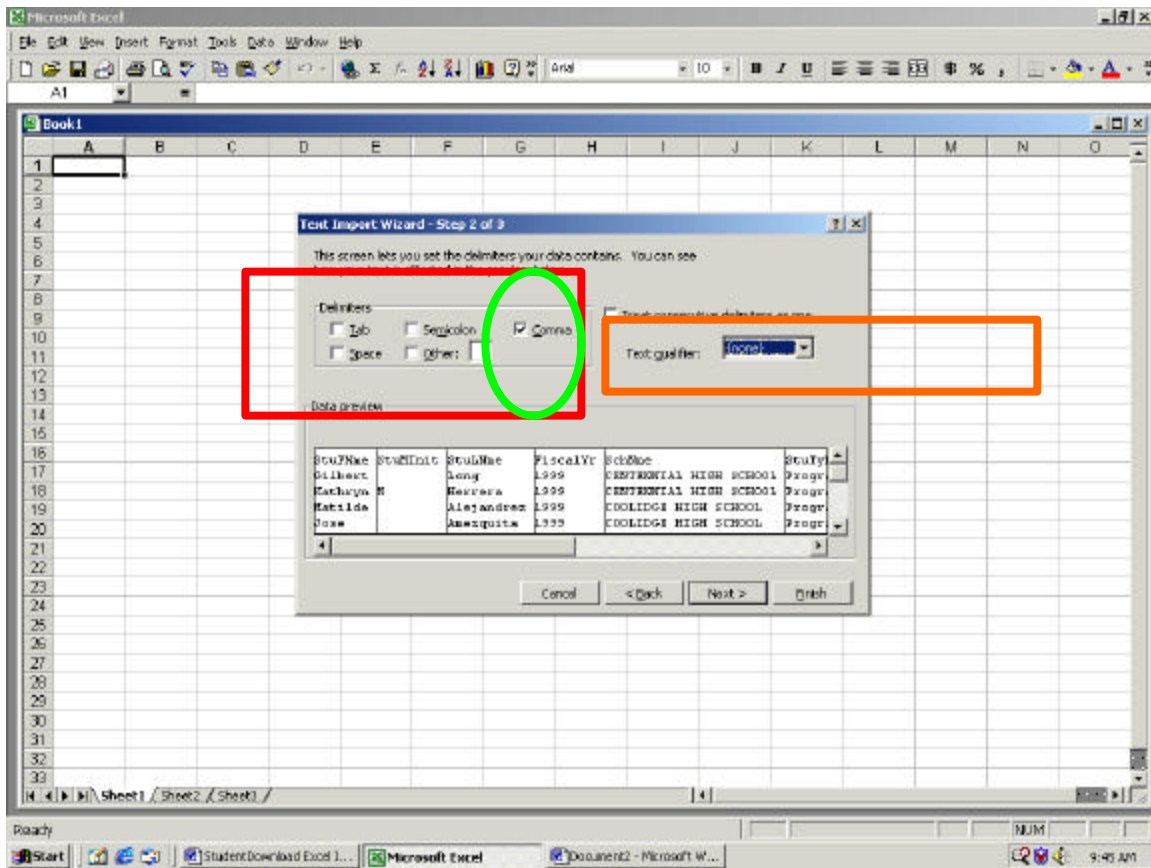
Highlight your text file, and click on **Import**.



When you click on Import, a **Text Import Wizard** will appear.

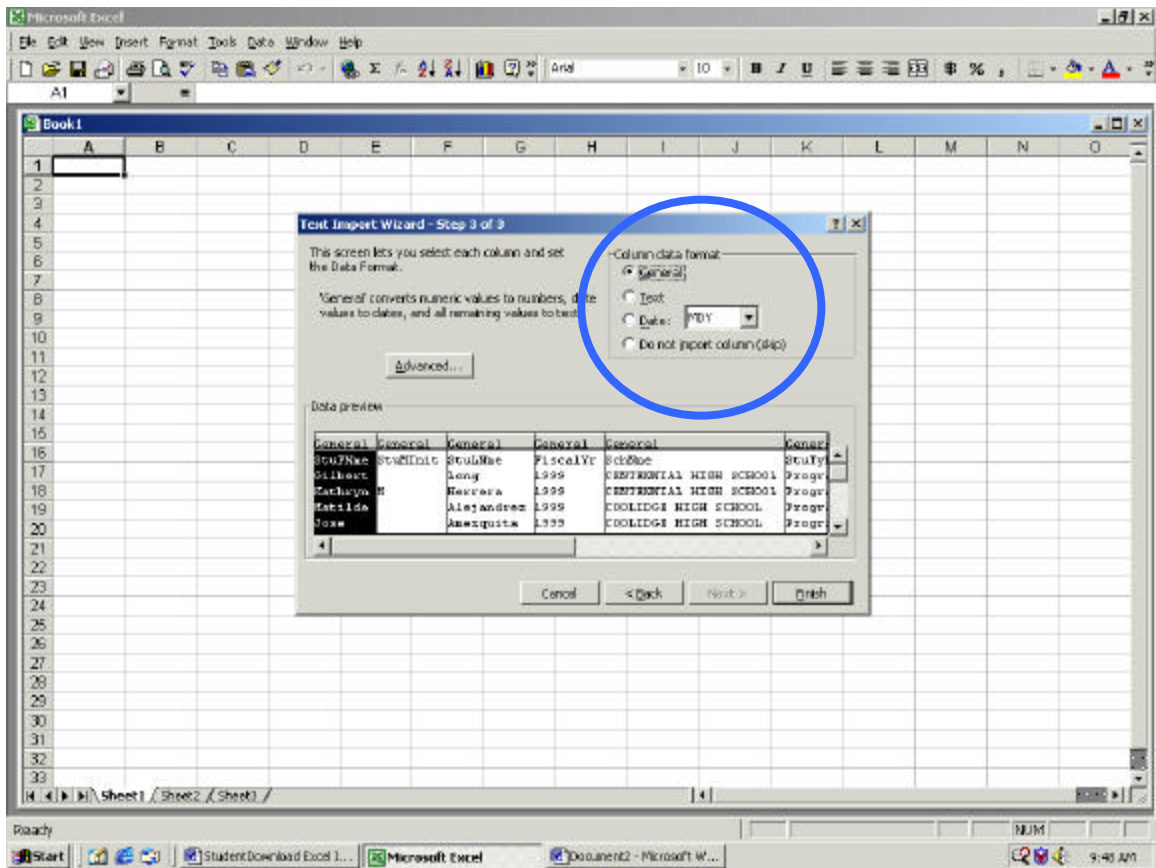
Select Delimited – this is comma-delimited file.
This means that commas separate each field.
This allows the computer to sort the information correctly.

Click on Next.



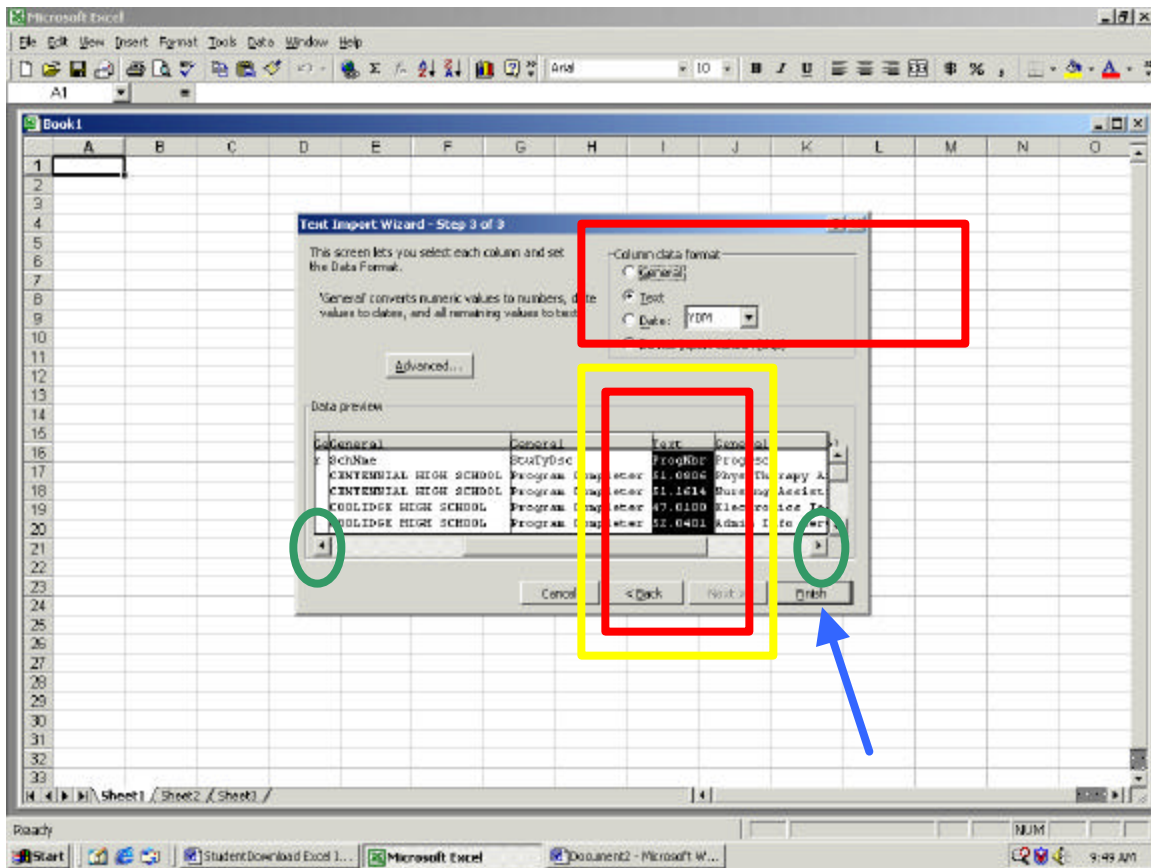
In the **Delimiters** box –
Click off **Tab** so it is **NOT** checked
Click on **Comma** so it **IS** checked

Click on the drop down arrow by **Text qualifier** – select (none)



In the **Column data format** box –

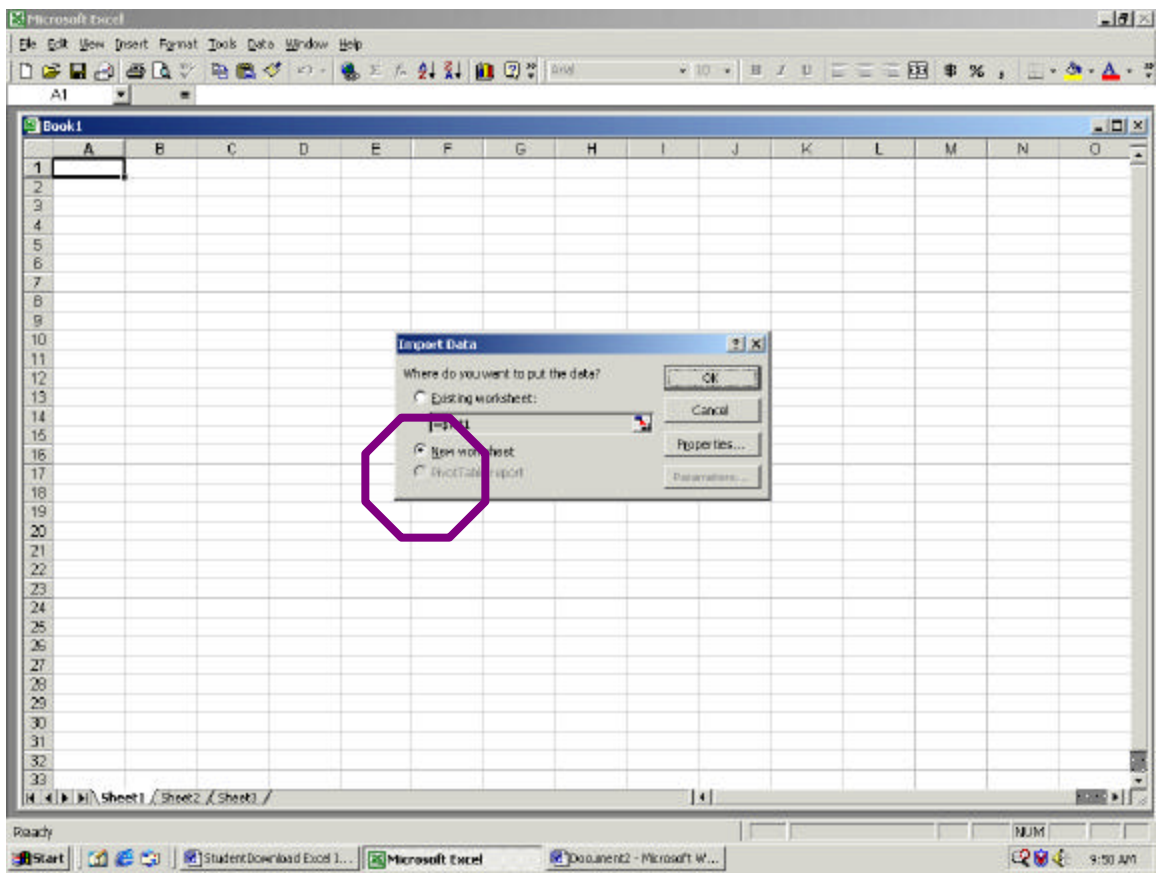
General is selected as the default selection. Leave this as the selection.



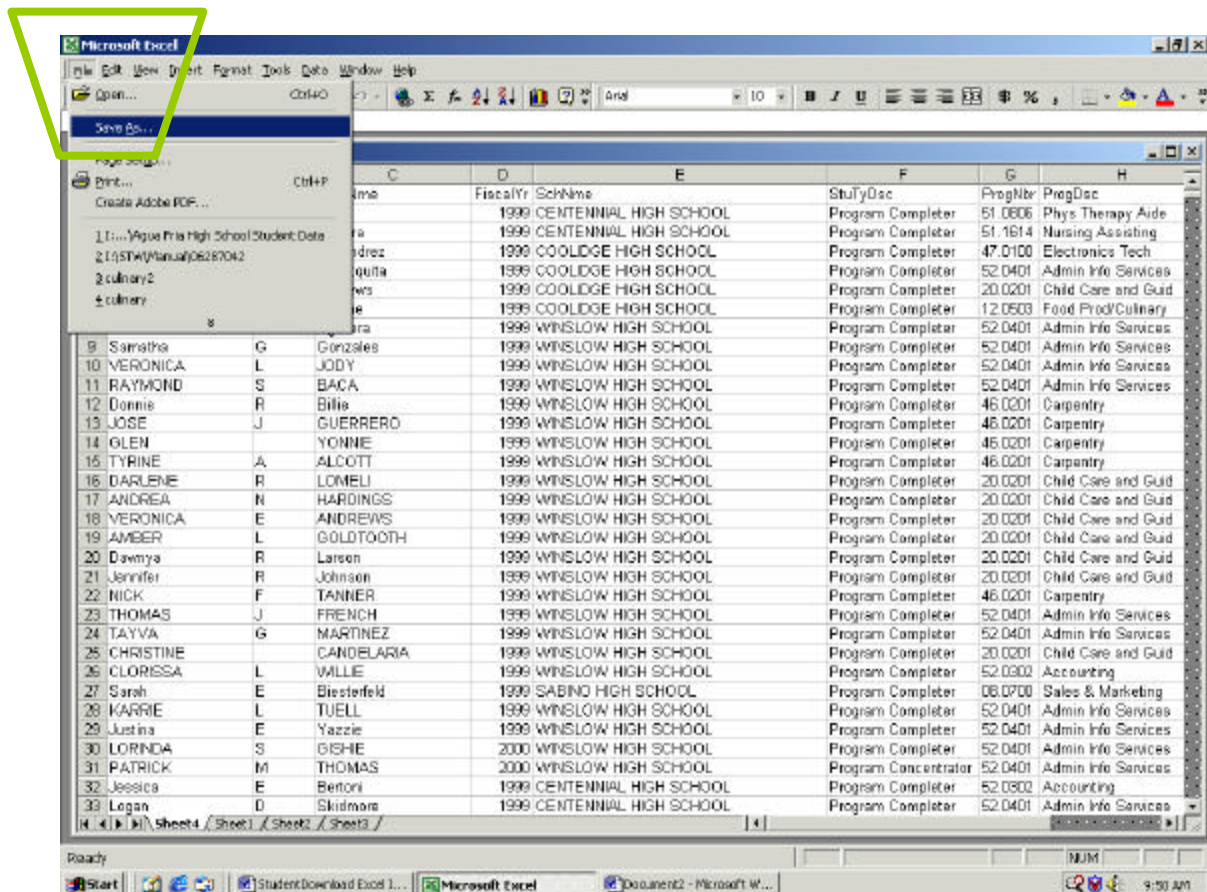
All columns will be listed under the General format except one so that Excel will format the column correctly. **You must change the Column data format of the Program Number (ProgNbr) from General to Text.**

Use the **scrolling arrows to scroll over to the ProgNbr column**, **select the column**, and then **click on Text in the Column data format box to change this from General to Text**. If you do not do this, Excel will truncate all programs that end in zeros (Excel will truncate as 47.0100 to 47.01). Excel will not do this if the field is a text field.

When you are finished with your changes, click **Finish**.

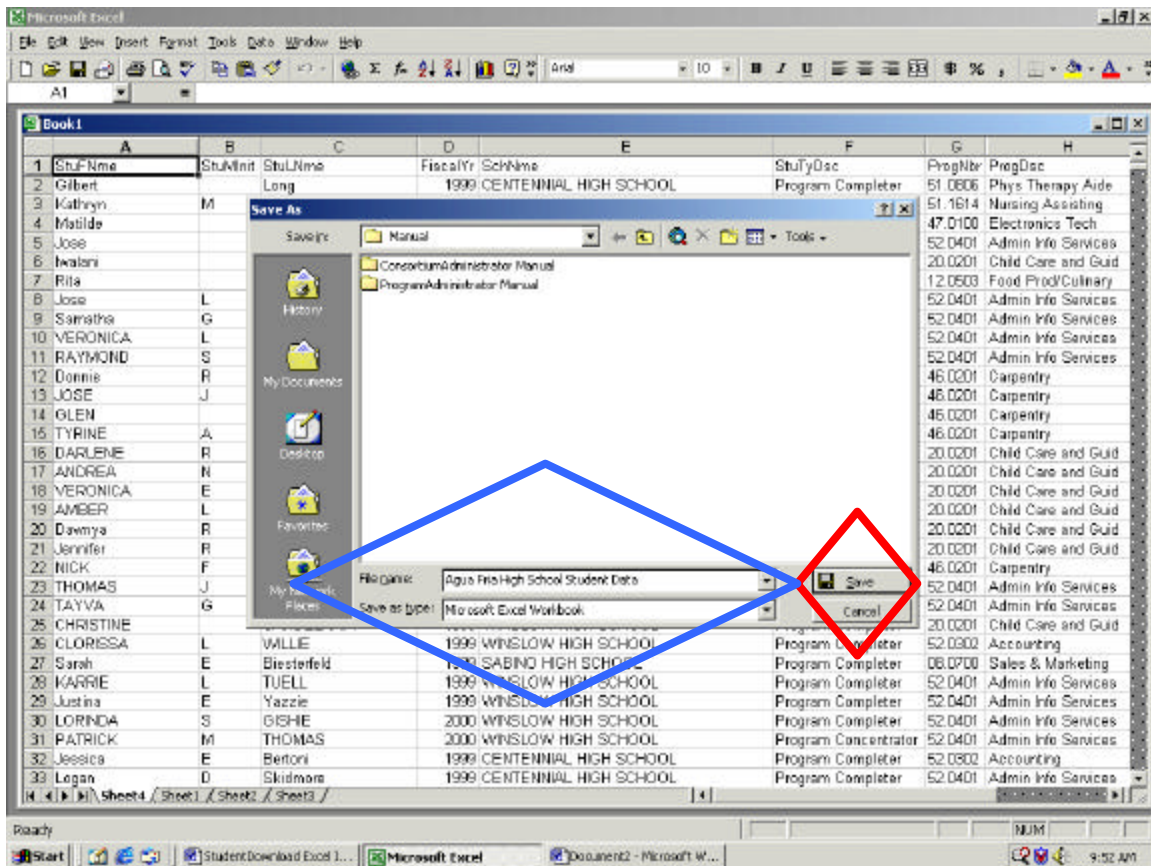


Select **New worksheet**



Select **File**

Select **Save As**



Give the table a meaningful name – as in the above example – “Agua Fria High School Student Data”. This name explains the contents of the data.

Click on Save.

1	First Name	StuMinit	StuFNme	FiscalYr	SchName	StuTyDsc	ProgNbr	ProgDsc
2	Gilbert		Long	1999	CENTENNIAL HIGH SCHOOL	Program Completer	51.0806	Phys Therapy Aide
3	Kathryn	M	Hamers	1999	CENTENNIAL HIGH SCHOOL	Program Completer	51.1614	Training Assistant
4	Matilde		Alejandroz	1999	COOLIDGE HIGH SCHOOL	Program Completer	47.0100	Electronics Tech
5	Jose		Amezquita	1999	COOLIDGE HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
6	Ivalani		Andrews	1999	COOLIDGE HIGH SCHOOL	Program Completer	20.0201	Child Care and Guid
7	Rita		Antone	1999	COOLIDGE HIGH SCHOOL	Program Completer	12.0503	Food Prod/Culinary
8	Jose	L	Aguilera	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
9	Sarahtha	G	Gonzalez	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
10	VERONICA	L	JODY	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
11	RAYMOND	S	BACA	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
12	Donnie	R	Billie	1999	WINSLOW HIGH SCHOOL	Program Completer	46.0201	Carpentry
13	JOSE	J	GUERRERO	1999	WINSLOW HIGH SCHOOL	Program Completer	46.0201	Carpentry
14	GLEN		YONNIE	1999	WINSLOW HIGH SCHOOL	Program Completer	46.0201	Carpentry
15	TYRINE	A	ALCOTT	1999	WINSLOW HIGH SCHOOL	Program Completer	46.0201	Carpentry
16	DALENE	R	LOMBU	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guid
17	ANDREA	N	HARDINGS	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guid
18	VERONICA	E	ANDREWS	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guid
19	AMBER	L	GOLDTOOTH	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guid
20	Dawnya	R	Larsen	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guid
21	Jennifer	R	Johnson	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guid
22	NICK	F	TANNER	1999	WINSLOW HIGH SCHOOL	Program Completer	46.0201	Carpentry
23	THOMAS	J	FRENCH	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
24	TAYVA	G	MARTINEZ	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
25	CHRISTINE		CANDELARIA	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guid
26	CLORISSA	L	VALLIE	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0302	Accounting
27	Sarah	E	Bierstfeld	1999	SABINO HIGH SCHOOL	Program Completer	06.0700	Sales & Marketing
28	KARRIE	L	TUELL	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
29	Justina	E	Yazzie	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
30	LORINDA	S	GISHIE	2000	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
31	PATRICK	M	THOMAS	2000	WINSLOW HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
32	Jessica	E	Bertoni	1999	CENTENNIAL HIGH SCHOOL	Program Completer	52.0302	Accounting
33	Logan	D	Skidmore	1999	CENTENNIAL HIGH SCHOOL	Program Completer	52.0401	Admin Info Services

Row 1 contains the spreadsheet headers. To identify this as the header row you may want to highlight the row and make the text bold.

You can now **either keep the field names that are provided, or change them to other field names** – for example, you can change StuFNme to FirstName, etc.

To change field names, click on each header row cell and type the new field name.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Birth Date

Aqua Fria High School Student Data

	A	B	C	D	E	F	G	H
1	First Name	M.I.	Last Name	Fiscal Year	School Name	Student Type	Program #	Program Description
2	Corey		Leas	1999	CENTENNIAL HIGH SCHOOL	Program Completer	51.0005	Blue-Print Design
3	Kathryn	M	Hemera	1999	CENTENNIAL HIGH SCHOOL	Program Completer	51.1614	Nursing Assistant
4	Matilde		Alejandroz	1999	COOLIDGE HIGH SCHOOL	Program Completer	47.0100	Electronics Tech
5	Jose		Amesquita	1999	COOLIDGE HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
6	Ivaloni		Andrews	1999	COOLIDGE HIGH SCHOOL	Program Completer	20.0201	Child Care and Guidance
7	Rita		Antone	1999	COOLIDGE HIGH SCHOOL	Program Completer	12.0503	Food Prod/Culinary
8	Jose	L	Aguilera	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
9	Sarahtha	G	Gonzales	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
10	VERONICA	L	JODY	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
11	RAYMOND	S	BACA	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
12	Donnie	R	Billie	1999	WINSLOW HIGH SCHOOL	Program Completer	46.0201	Carpentry
13	JOSE	J	GUERRERO	1999	WINSLOW HIGH SCHOOL	Program Completer	46.0201	Carpentry
14	GLEN		YONNIE	1999	WINSLOW HIGH SCHOOL	Program Completer	46.0201	Carpentry
15	TYRINE	A	ALCOTT	1999	WINSLOW HIGH SCHOOL	Program Completer	46.0201	Carpentry
16	DARLENE	R	LOMELI	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guidance
17	ANDREA	N	HARDINGS	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guidance
18	VERONICA	E	ANDREWS	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guidance
19	AMBER	L	GOLDTOOTH	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guidance
20	Dawnya	R	Larson	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guidance
21	Jennifer	R	Johnson	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guidance
22	NICK	F	TANNER	1999	WINSLOW HIGH SCHOOL	Program Completer	46.0201	Carpentry
23	THOMAS	J	FRENCH	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
24	TAYVA	G	MARTINEZ	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
25	CHRISTINE		CANDELARIA	1999	WINSLOW HIGH SCHOOL	Program Completer	20.0201	Child Care and Guidance
26	CLORISSA	L	VALLIE	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0302	Accounting
27	Sarah	E	Biesterfeld	1999	SABINO HIGH SCHOOL	Program Completer	09.0700	Sales & Marketing
28	KARRIE	L	TUELL	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
29	Justina	E	Yazzie	1999	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
30	LORINDA	S	GISHIE	2000	WINSLOW HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
31	PATRICK	M	THOMAS	2000	WINSLOW HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
32	Jessica	E	Bertoni	1999	CENTENNIAL HIGH SCHOOL	Program Completer	52.0302	Accounting
33	Legan	D	Skidmore	1999	CENTENNIAL HIGH SCHOOL	Program Completer	52.0401	Admin Info Services

Ready

Sum=20852.172

NUM

Start

StudentDownload Excel 1...

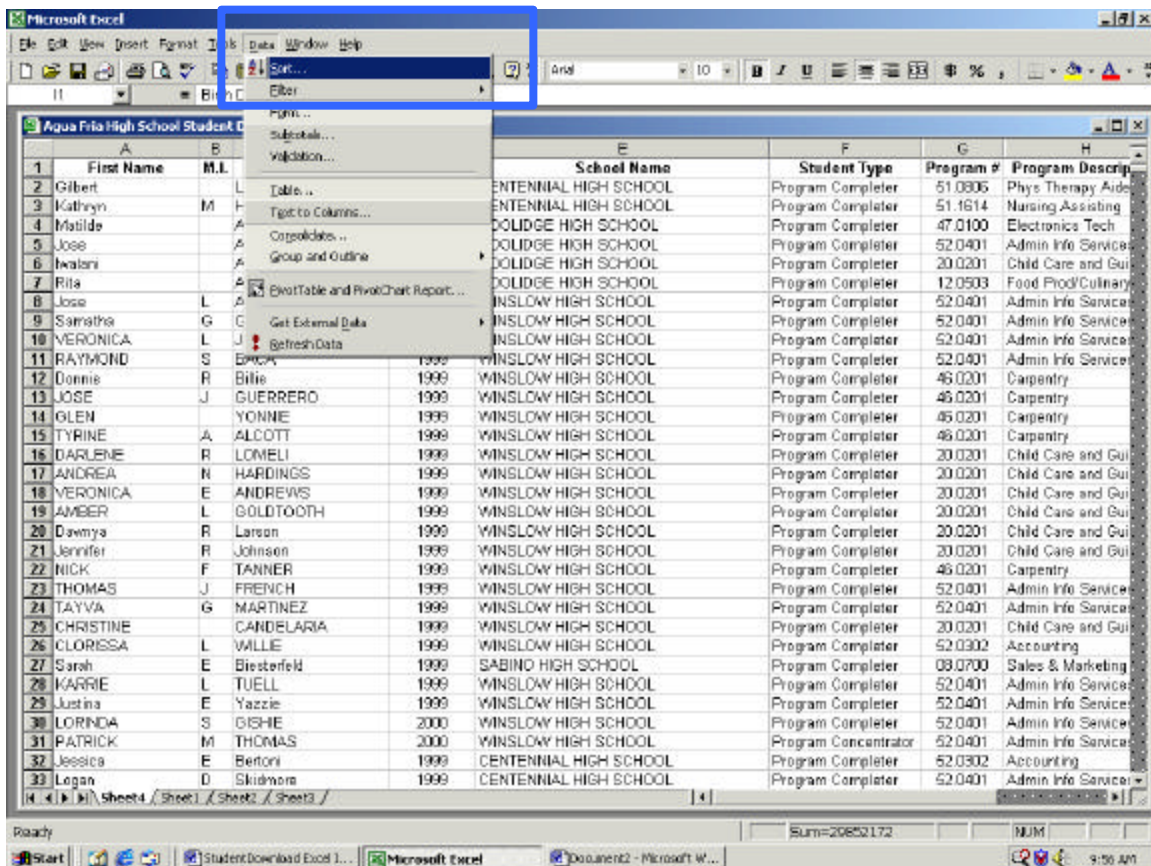
Microsoft Excel

Document2 - Microsoft W...

9:56 AM

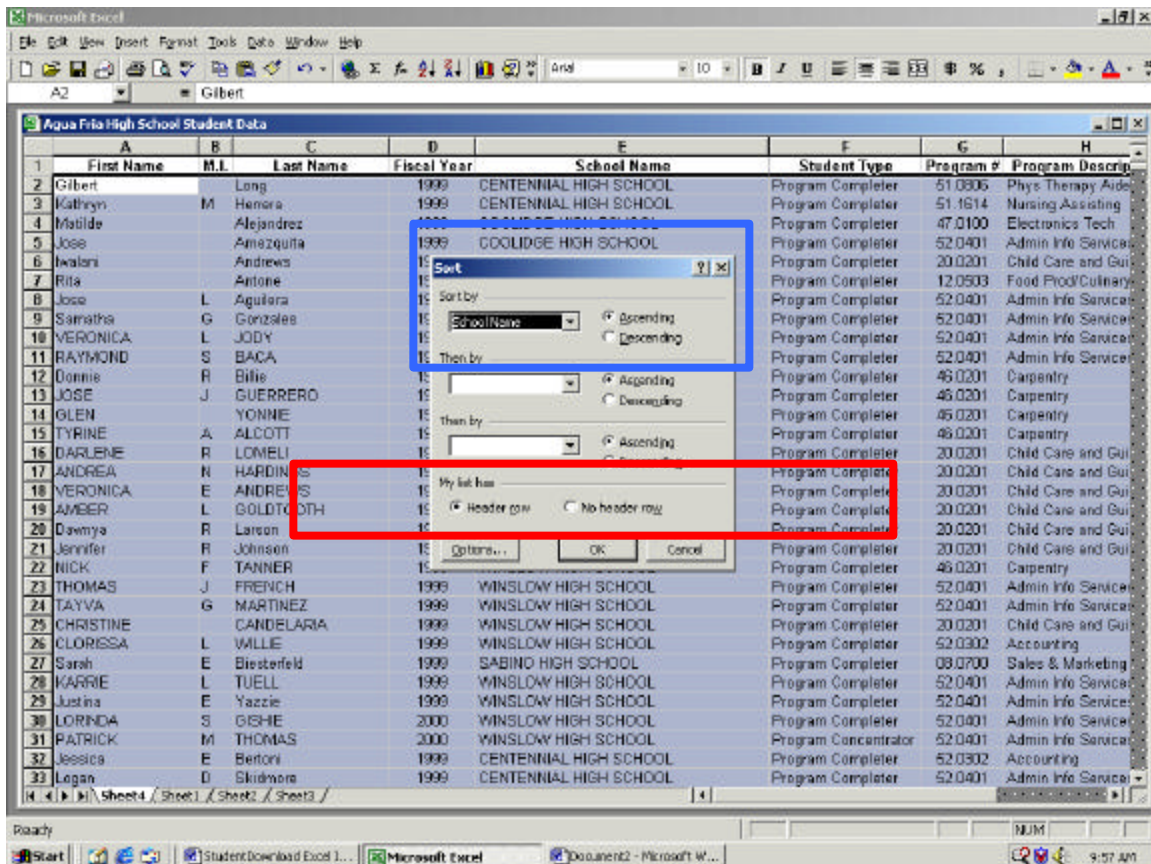
In the above example I have changed the field names to First Name, M.I., Last Name, Fiscal Year, School Name, Student Type, Program #, Program Description. Continue changing the field names until all are done. Remember, it is not necessary to change the field names – but you can if you want to.

I also formatted the header row and some of the columns by centering the data.



You can now view, sort, delete, and study your Student Download Data.

To sort the spreadsheet select **Data** from the menu toolbar. Then select **Sort**.



A Sort box will appear.

The lower section of the Sort selection box called **"My list has"** allows you to select **"Header row"** or **"No header row"**. **Be sure that Header row is selected.**

Under **"Sort by"** click on the drop down menu to select the column by which you wish to sort. I have selected **School Name**. You can also select sub-categories by which to sort.

Click OK.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Alt First Name

Aqua Fria High School Student Data

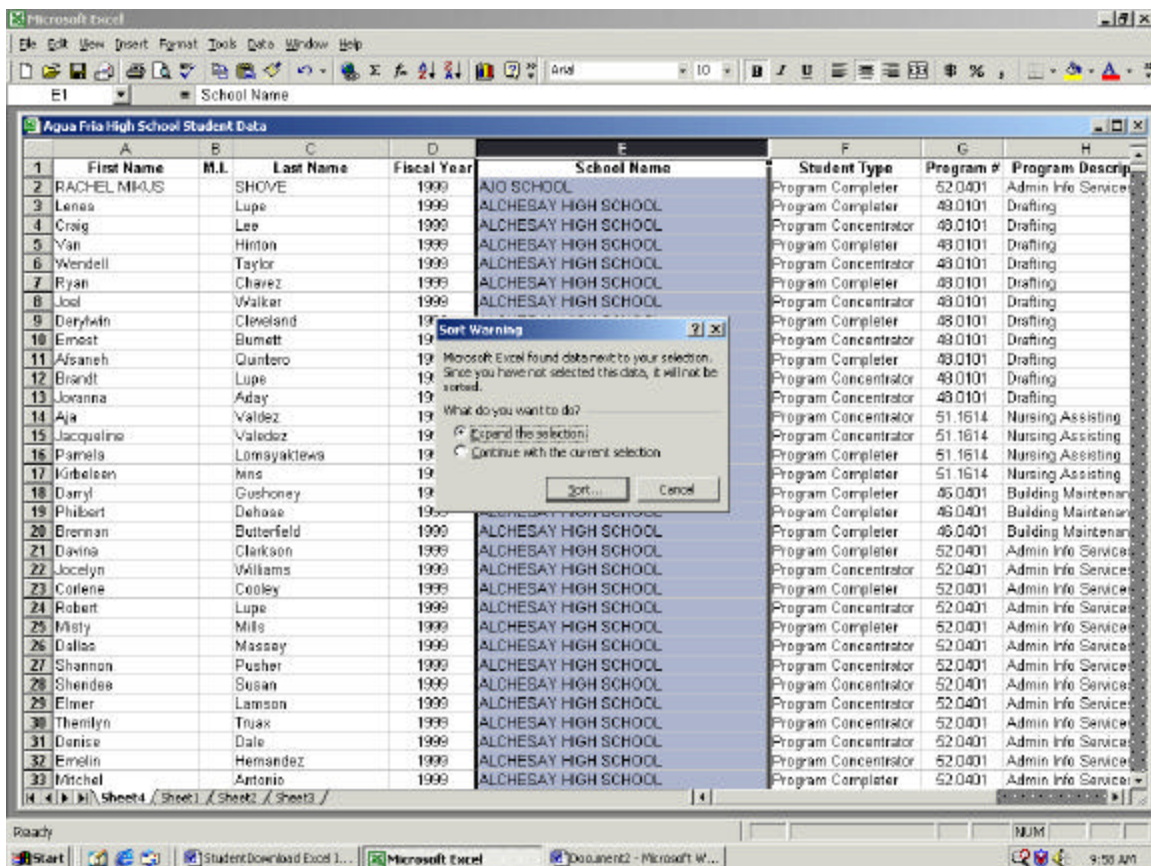
	A	B	C	D	E	F	G	H
	First Name	M.I.	Last Name	Enroll Year	School Name	Student Type	Program #	Program Descrip
2	RACHEL	MIKUS	SHOVE	1999	AJO SCHOOL	Program Completer	52.0401	Admin Info Service
3	Lenaa		Lupe	1999	ALCHESAY HIGH SCHOOL	Program Completer	49.0101	Drafting
4	Craig		Lee	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	49.0101	Drafting
5	Van		Hinton	1999	ALCHESAY HIGH SCHOOL	Program Completer	49.0101	Drafting
6	Wendell		Taylor	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	49.0101	Drafting
7	Ryan		Chavez	1999	ALCHESAY HIGH SCHOOL	Program Completer	49.0101	Drafting
8	Joel		Walker	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	49.0101	Drafting
9	Derylwin		Cleveland	1999	ALCHESAY HIGH SCHOOL	Program Completer	49.0101	Drafting
10	Ernest		Burnett	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	49.0101	Drafting
11	Afsaneh		Quintero	1999	ALCHESAY HIGH SCHOOL	Program Completer	49.0101	Drafting
12	Rusoff		Lupe	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	49.0101	Drafting
13	Joranna		Aday	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	49.0101	Drafting
14	Aja		Valdez	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	51.1614	Nursing Assisting
15	Jacqueline		Valedez	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	51.1614	Nursing Assisting
16	Pamela		Lomayaktewa	1999	ALCHESAY HIGH SCHOOL	Program Completer	51.1614	Nursing Assisting
17	Kibeleen		hms	1999	ALCHESAY HIGH SCHOOL	Program Completer	51.1614	Nursing Assisting
18	Darryl		Gushoney	1999	ALCHESAY HIGH SCHOOL	Program Completer	46.0401	Building Maintenance
19	Philbert		Dehose	1999	ALCHESAY HIGH SCHOOL	Program Completer	46.0401	Building Maintenance
20	Brennan		Butterfield	1999	ALCHESAY HIGH SCHOOL	Program Completer	46.0401	Building Maintenance
21	Davina		Clarkson	1999	ALCHESAY HIGH SCHOOL	Program Completer	52.0401	Admin Info Service
22	Jocelyn		Williams	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Service
23	Corlene		Coolley	1999	ALCHESAY HIGH SCHOOL	Program Completer	52.0401	Admin Info Service
24	Robert		Lupe	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Service
25	Misty		Mills	1999	ALCHESAY HIGH SCHOOL	Program Completer	52.0401	Admin Info Service
26	Dallas		Massay	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Service
27	Shannon		Pusher	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Service
28	Shendee		Susan	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Service
29	Elmer		Lamson	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Service
30	Therilyn		Trujax	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Service
31	Danice		Dale	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Service
32	Emelin		Hernandez	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Service
33	Mitchel		Antonio	1999	ALCHESAY HIGH SCHOOL	Program Completer	52.0401	Admin Info Service

Ready

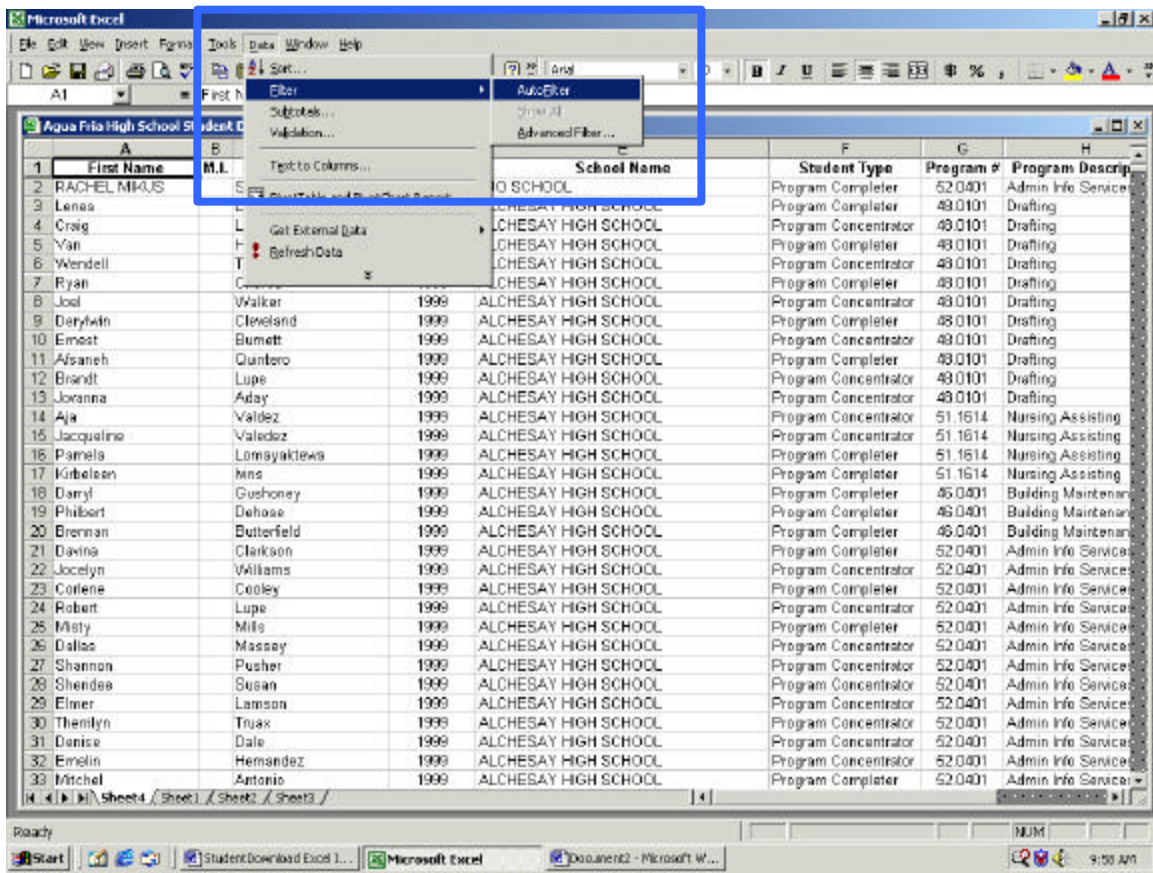
Start Student Download Excel 1... Microsoft Excel Document2 - Microsoft W...

9:58 AM

The spreadsheet is now sorted alphabetically by School Name.



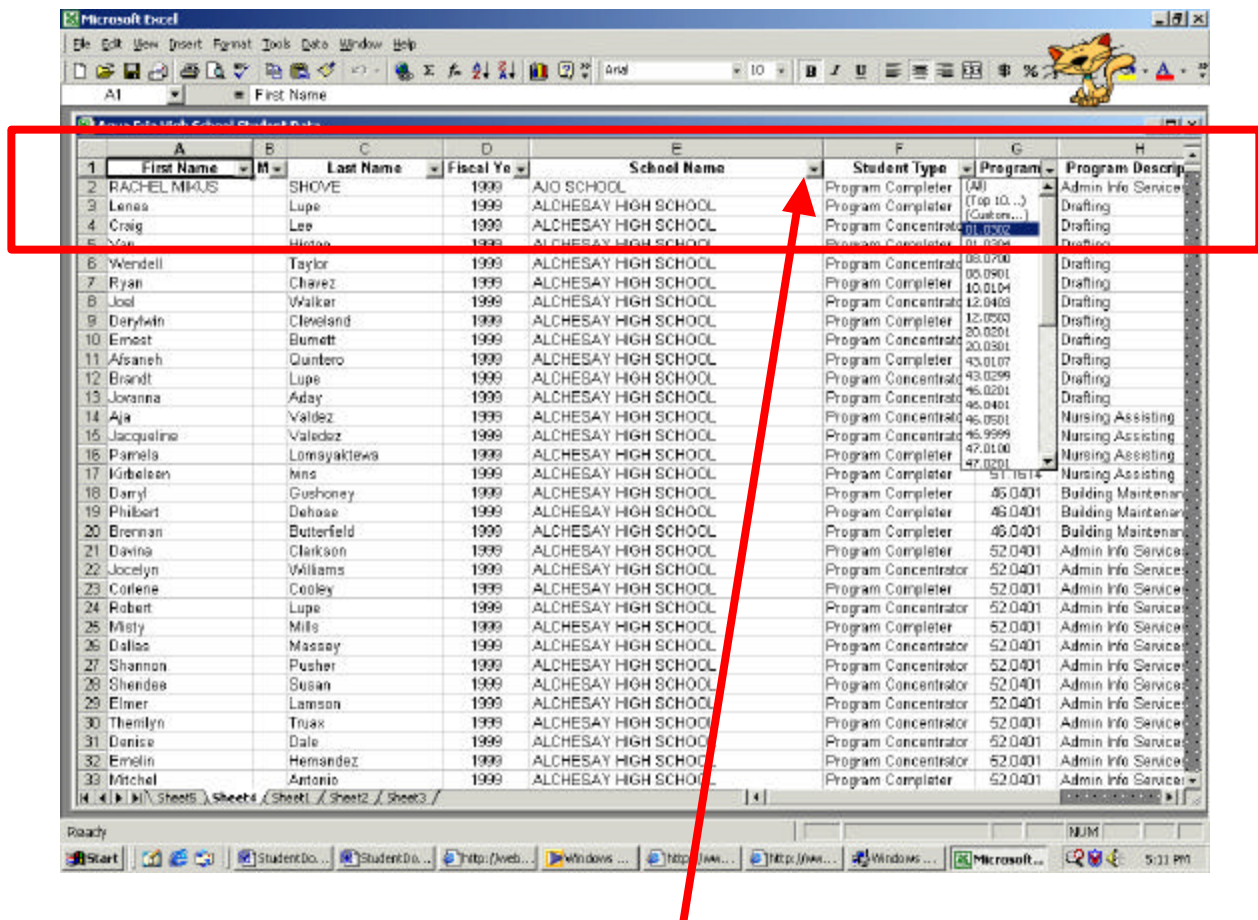
Do not sort the spreadsheet by selecting a column. This will alphabetize the data in that column only and will destroy the integrity of the spreadsheet.



You can also sort the data by selecting **Data**

Then **Filter**

Then **Auto Filter**



Auto Filter places **drop down arrows** on each column's header row.

Click on a drop down arrow and select the information you want to see filtered.

I have selected Program # 01.0302.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

First Name

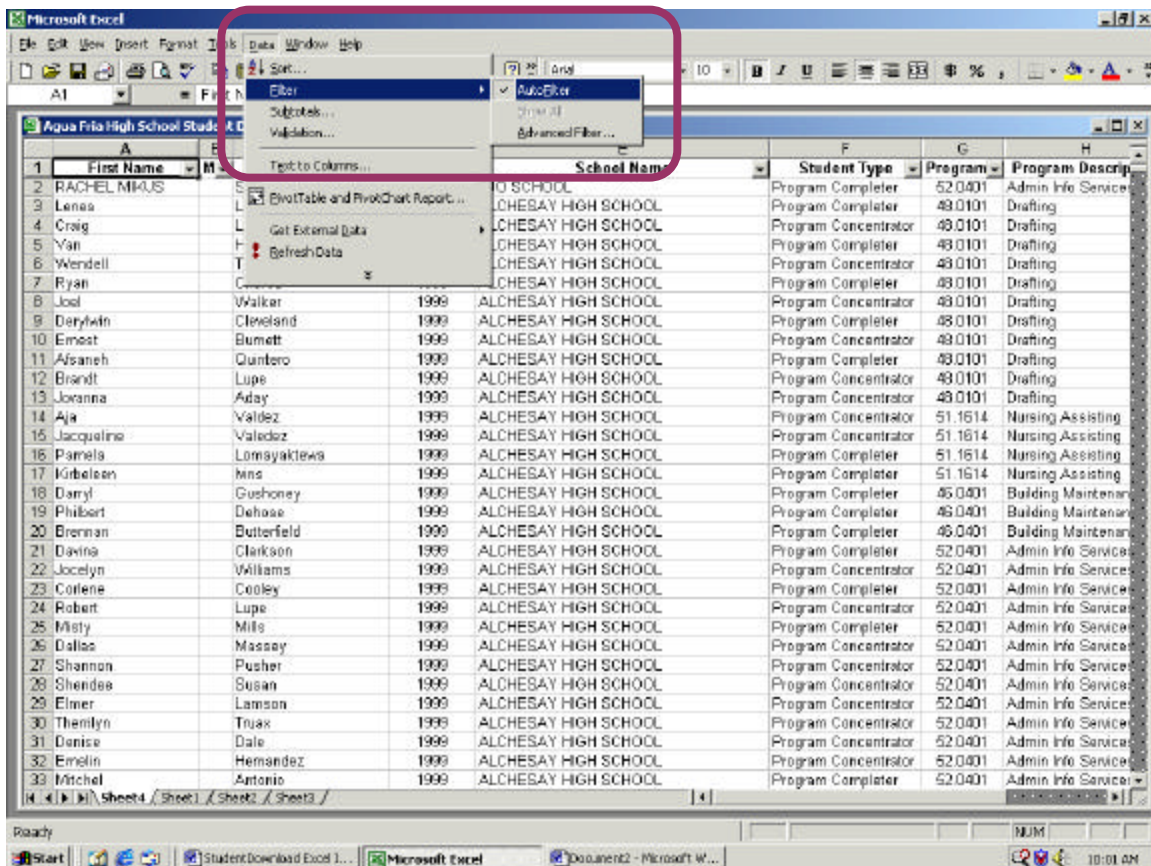
Aqua Fria High School Student Data

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Fiscal Yo	School Name	Student Type	Program	Program Descri	
61	THOMAS	J BOYETT	1999	AMPHITHEATER HIGH SCHOOL	Program Concentrator	01.0302	Ag Bus Mg Anim	
62	JOSEPH	K CARTER	1999	AMPHITHEATER HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
63	TERISHA	D DRIGGS	1999	AMPHITHEATER HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
64	SHAUNA	L HOURSCHT	1999	AMPHITHEATER HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
65	LARA	N LISKA	1999	AMPHITHEATER HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
66	WESLEY	D MAGNOTTA	1999	AMPHITHEATER HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
67	BILLY	S WILLIAMS	1999	AMPHITHEATER HIGH SCHOOL	Program Concentrator	01.0302	Ag Bus Mg Anim	
1643	JENNIFER	L MONDAY	1999	DOBSON HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
2071	SAVINA	MERCADO	1999	ESTRELLA MOUNTAIN REGIONAL SCH	Program Concentrator	01.0302	Ag Bus Mg Anim	
3760	LUNDA	J DANA	1999	MOUNTAIN VIEW HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
4514	NICHOLAS	A GARTNER	1999	RED MOUNTAIN HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
4515	TRENTON	H HOLYOAK	1999	RED MOUNTAIN HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
5354	MONICA	JARVIS	1999	WESTWOOD HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
5355	RAELYN	K PRICE	1999	WESTWOOD HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
5356	RUSTY	M JACOBSON	1999	WESTWOOD HIGH SCHOOL	Program Completer	01.0302	Ag Bus Mg Anim	
5357	ALISHA	M PHIPPS	2000	WESTWOOD HIGH SCHOOL	Program Concentrator	01.0302	Ag Bus Mg Anim	
5572								
5573								
5574								
5575								
5576								
5577								
5578								
5579								
5580								
5581								
5582								
5583								
5584								
5585								
5586								
5587								

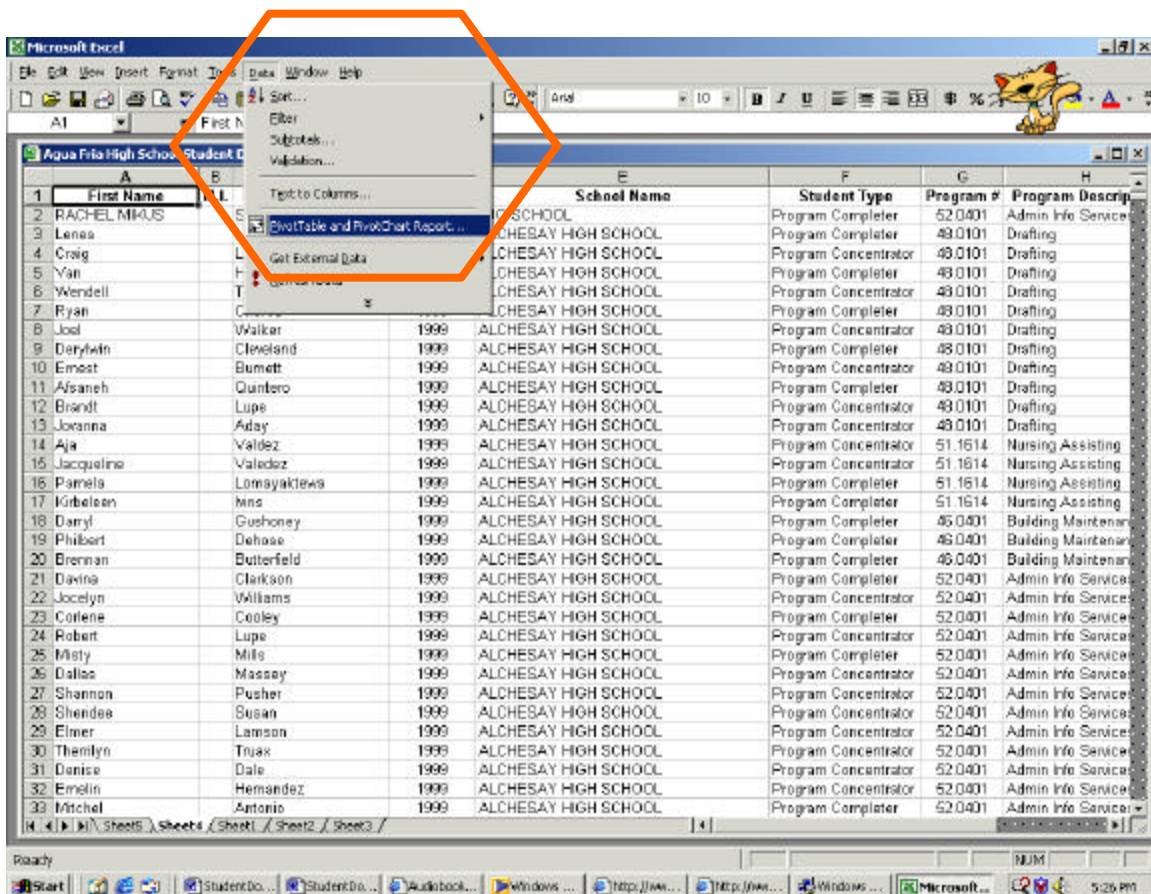
16 of 5570 records found

Start StudentDo... StudentDo... http://web... Windows... http://www... http://www... Windows... Microsoft... 5:19 PM

The spreadsheet now shows only those rows with Program # 01.0302.

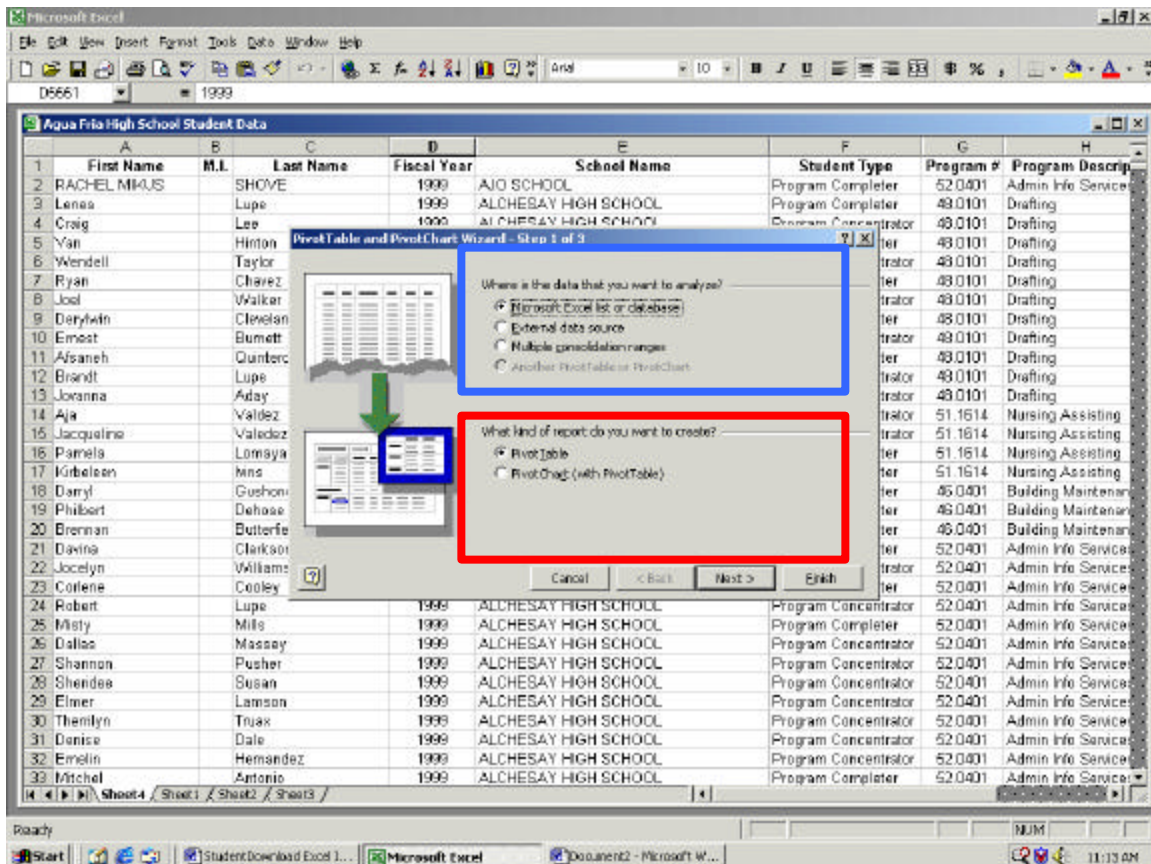


To remove the Auto Filter feature select **Data, Filter, and Auto Filter**. This will uncheck the Auto Filter feature.



You can also sort the data by using a **Pivot Table**.

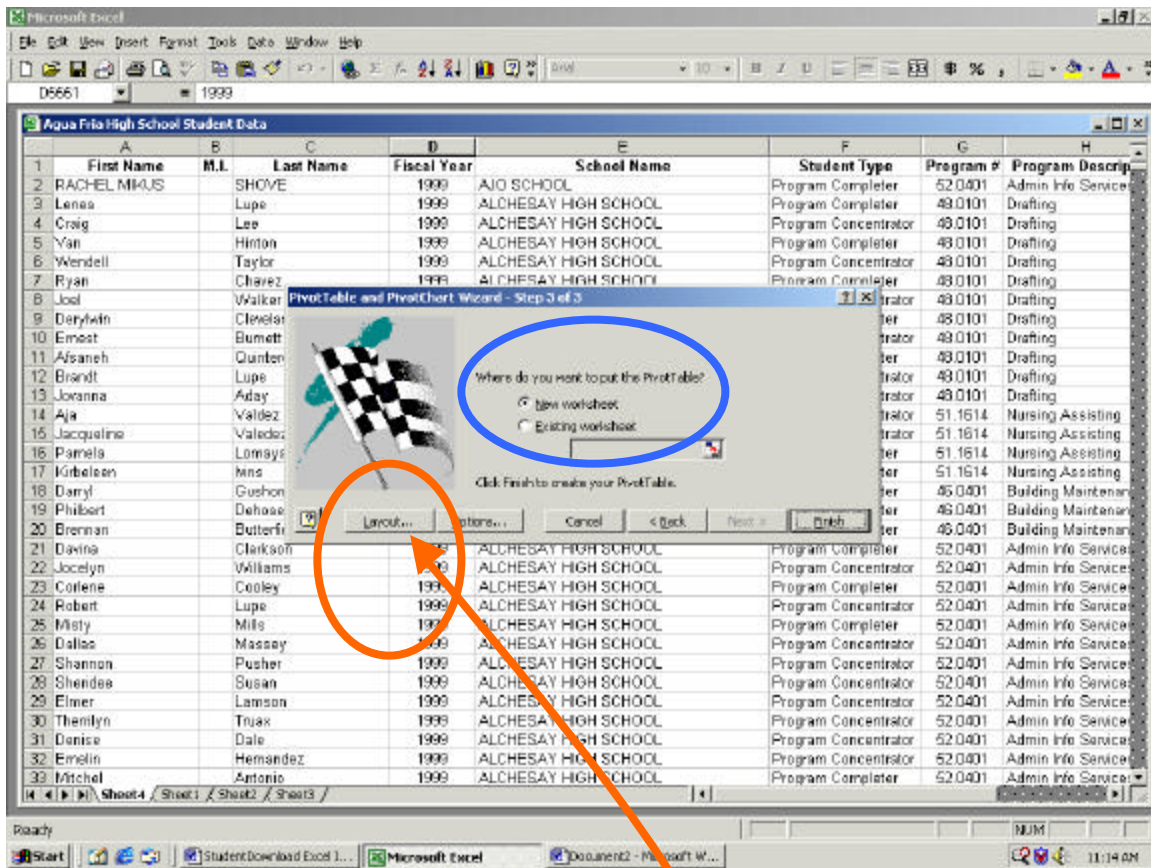
Select **Data** then **Pivot Table and Pivot Chart Report**.



In the section “Where is the data that you want to analyze?”
Select Microsoft Excel list or database.

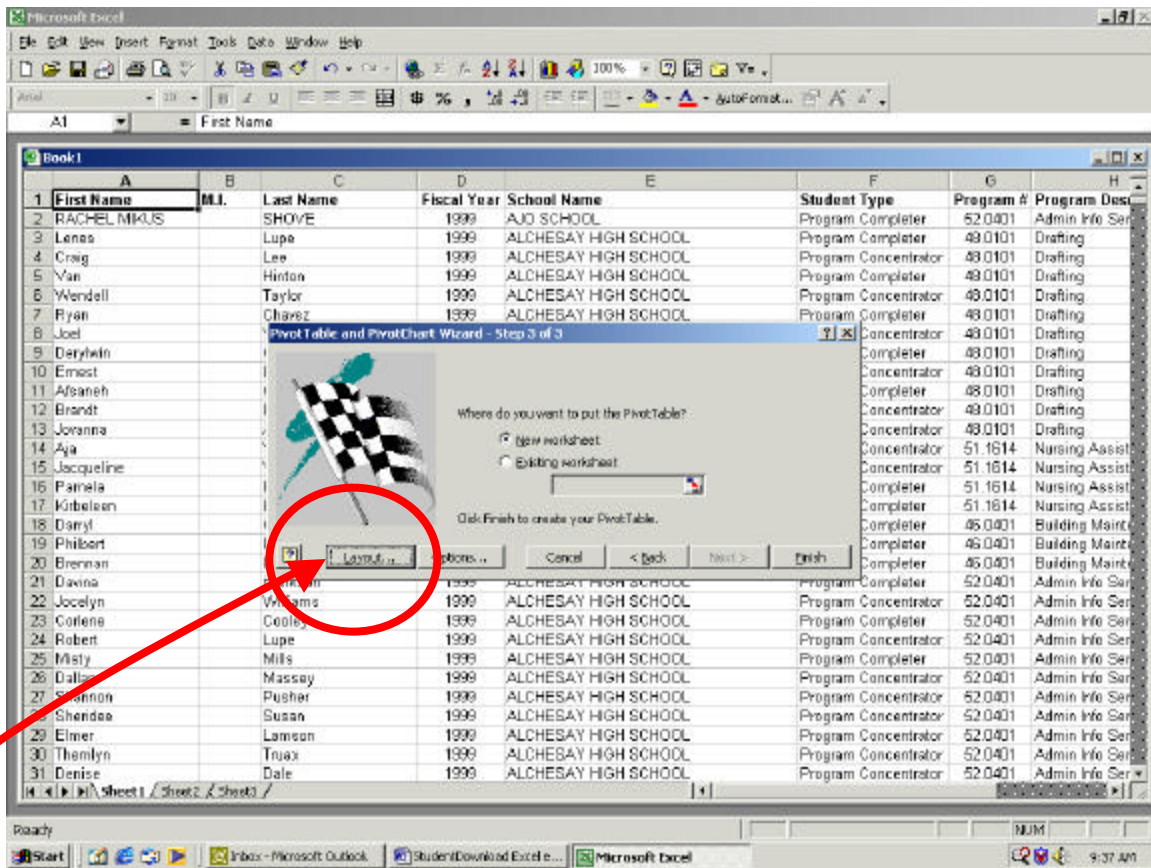
In the section “What kind of report do you want to create?”
Select Pivot Table.

Click on Next.



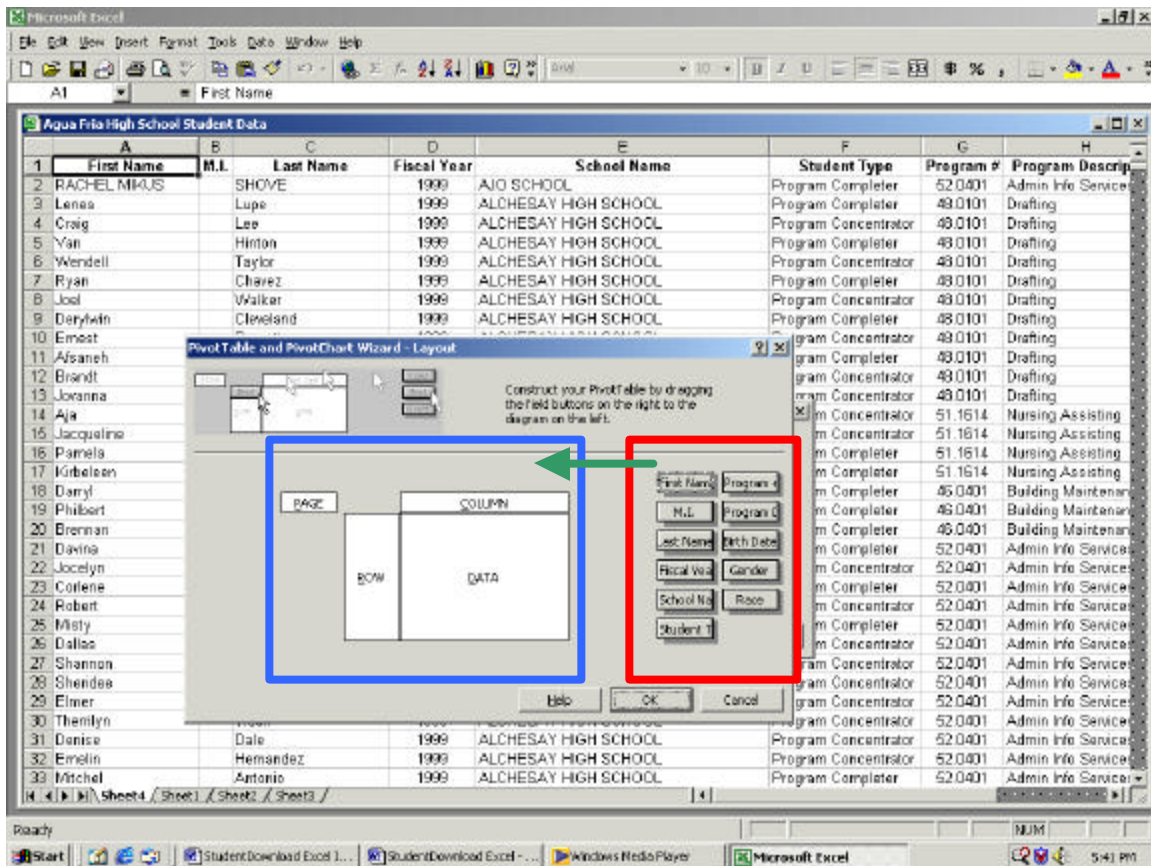
Select **New worksheet**.

Click on **Layout**.

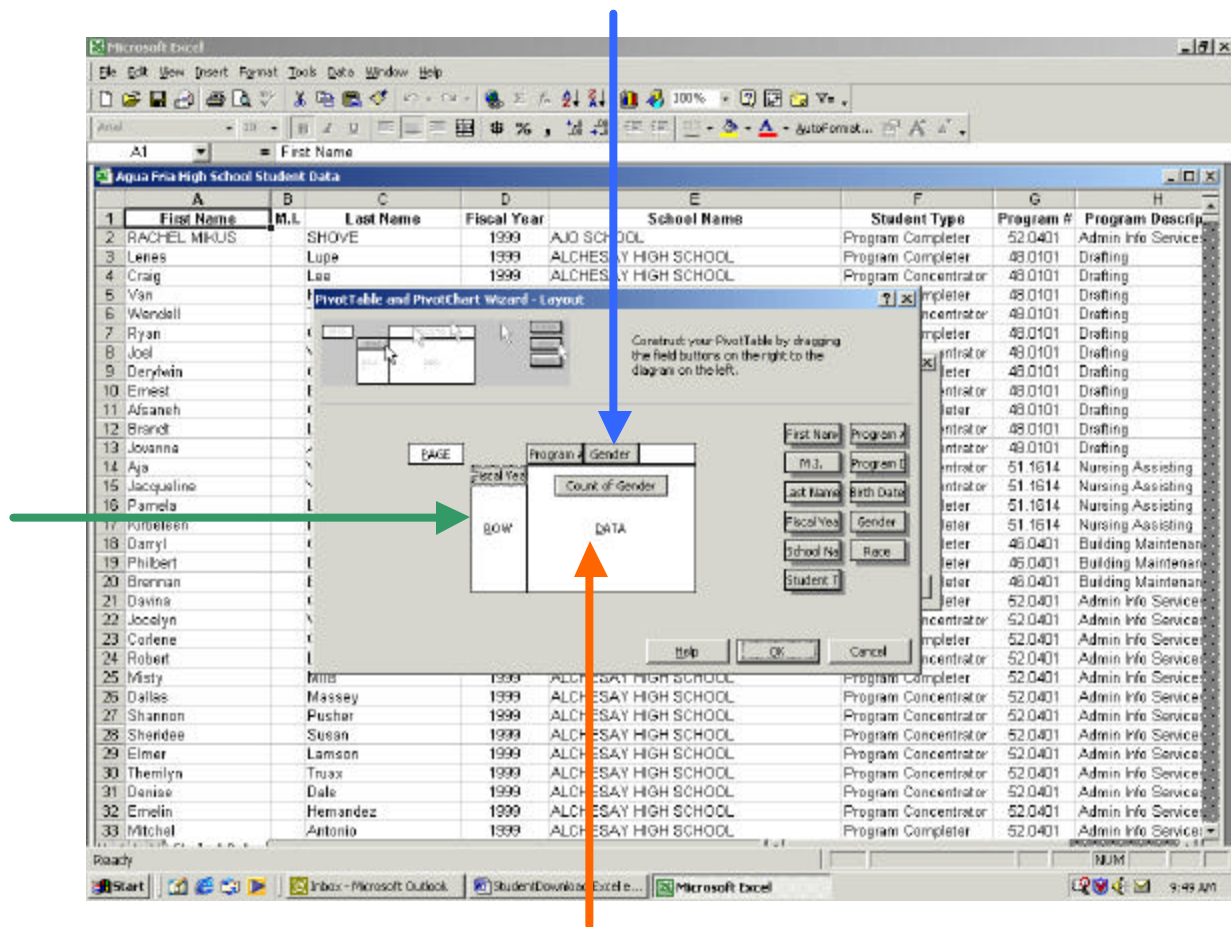


The Wizard now asks you where you would like to put the Pivot Table. I have selected New worksheet.

Click Layout.



From the Wizard Layout screen you can sort your data in various ways by dragging the field buttons on the right to the diagram on the left.



In the above scenario, I dragged Gender to the **Data area** of the diagram, Fiscal Year to the **Row area**, and Program # and Gender to the **Column area**. The Data area defaults to the Count function.

When you are finished dragging your selections, **click OK**.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

100%

Agua Fria High School Student Data

1	A	B	C	D	E	F	G	H
	First Name	M.I.	Last Name	Fiscal Year	School Name	Student Type	Program #	Program Description
2	RACHEL	MKUS	SHOVE	1999	AJO SCHOOL	Program Completer	52.0401	Admin Info Services
3	Lenes		Lupe	1999	ALCHESAY HIGH SCHOOL	Program Completer	48.0101	Drafting
4	Craig		Lee	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	48.0101	Drafting
5	Van		Hinton	1999	ALCHESAY HIGH SCHOOL	Program Completer	48.0101	Drafting
6	Wendell		Taylor	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	48.0101	Drafting
7	Ryan		Chavez	1999	ALCHESAY HIGH SCHOOL	Program Completer	48.0101	Drafting
8	Joel		Walker	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	48.0101	Drafting
9	Derylin		Cleveland	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	48.0101	Drafting
10	Ernest		Burns	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	48.0101	Drafting
11	Adriane		Quint	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	48.0101	Drafting
12	Brandt		Lupe	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	48.0101	Drafting
13	Jouanna		Adair	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	48.0101	Drafting
14	Aja		Valdez	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	51.1614	Nursing Assisting
15	Jacqueline		Valdez	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	51.1614	Nursing Assisting
16	Pamela		Loma	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	51.1614	Nursing Assisting
17	Kirbieleen		Mims	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	51.1614	Nursing Assisting
18	Darryl		Gush	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	46.0401	Building Maintenance
19	Philbert		Dellon	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	46.0401	Building Maintenance
20	Brennan		Butter	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	46.0401	Building Maintenance
21	Davina		Clark	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
22	Jocelyn		Williams	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
23	Carlene		Cooley	1999	ALCHESAY HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
24	Robert		Lupe	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
25	Misty		Mills	1999	ALCHESAY HIGH SCHOOL	Program Completer	52.0401	Admin Info Services
26	Dallas		Massey	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
27	Shannon		Pusher	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
28	Sheridene		Susan	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
29	Elmer		Lamson	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
30	Therilyn		Trux	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
31	Denise		Dale	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
32	Emelin		Hernandez	1999	ALCHESAY HIGH SCHOOL	Program Concentrator	52.0401	Admin Info Services
33	Mitchel		Antonio	1999	ALCHESAY HIGH SCHOOL	Program Completer	52.0401	Admin Info Services

PivotTable and PivotChart Wizard - Step 3 of 3

Where do you want to put the PivotTable?

☒ New worksheet

☐ Existing worksheet

Click Finish to create your PivotTable.

Layout... Options... Cancel < Back Next > Finish

Ready

Start | Inboxes - Microsoft Outlook | StudentDownload Excel... | Microsoft Excel

9:54 AM

Click Finish.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

100%

AutoFormat...

Agua Fria High School Student Data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3	Count of Gender	Program #	Gender											
4		01.0302		01.0302 Total	01.0304		01.0304 Total	06.0700		06.0700 Total	08.0901		08.0901 Total	10.01
5	Fiscal Year	Female	Male		Female	Male		Female	Male		Female	Male		Female
6	1999	8	7	15	103	167	270	320	327	647	32	14	46	
7	2000	1		1	5	10	15	109	104	213	5	3	8	
8	Grand Total	9	7	16	108	177	285	429	431	860	37	17	54	
9														
10														
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33														

PivotTable

PivotTable -

First Name, M.I., Last Name, Fiscal Year, School ...

Student ID, Program ID, Program Name, Birth Date, Gender

Place

Ready

Start, Index - Microsoft Outlook, StudentDownload Excel..., Microsoft Excel

NUM, 9:55 AM

The new worksheet now shows you the count of Females and Males in each program area.

The screenshot shows a Microsoft Excel window titled 'Agua Fria High School Student Data'. The PivotTable is set up with 'Count of Gender' as the value field, 'Program #' as the row field, and 'Gender' as the column field. The data is summarized by fiscal year (1999, 2000) and grand totals. A dropdown menu for 'Program #' is open, showing a list of program numbers with checkboxes. A blue arrow points to the dropdown arrow, and a green arrow points to the 'OK' button. A 'PivotTable' task pane is also visible.

	01.0302 Total	01.0304	01.0304 Total	08.0700	08.0700 Total	08.0901	08.0901 Total	10.01
	Female	Male		Female	Male	Female	Male	Female
1999	15	103	167	270	320	327	647	32
2000	1	5	10	15	109	104	213	5
Grand Total	16	108	177	285	429	431	860	37

Click on the drop down arrow next to one of your field selections. I clicked on the drop down arrow for Program #. I only want to see the data for Program #'s 01.0302 and 01.0304 so I leave checkmarks by those Program #'s.

Click OK.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Anal 10 100% AutoFormat...

A3 Count of Gender

Agua Fria High School Student Data

Drop Page Fields Here						
Count of Gender	Program #	Gender				
01.0302	01.0302 Total	01.0304	01.0304 Total	Grand Total		
Fiscal Year	Female	Male	Female	Male		
1999	8	7	103	167	270	265
2000	1	1	5	10	15	16
Grand Total	9	7	16	108	177	301

Pivot Table

PivotTable -

First N... M3... Last N... Fiscal ... School ...

Student ... Program ... Program ... Birth D... Gender

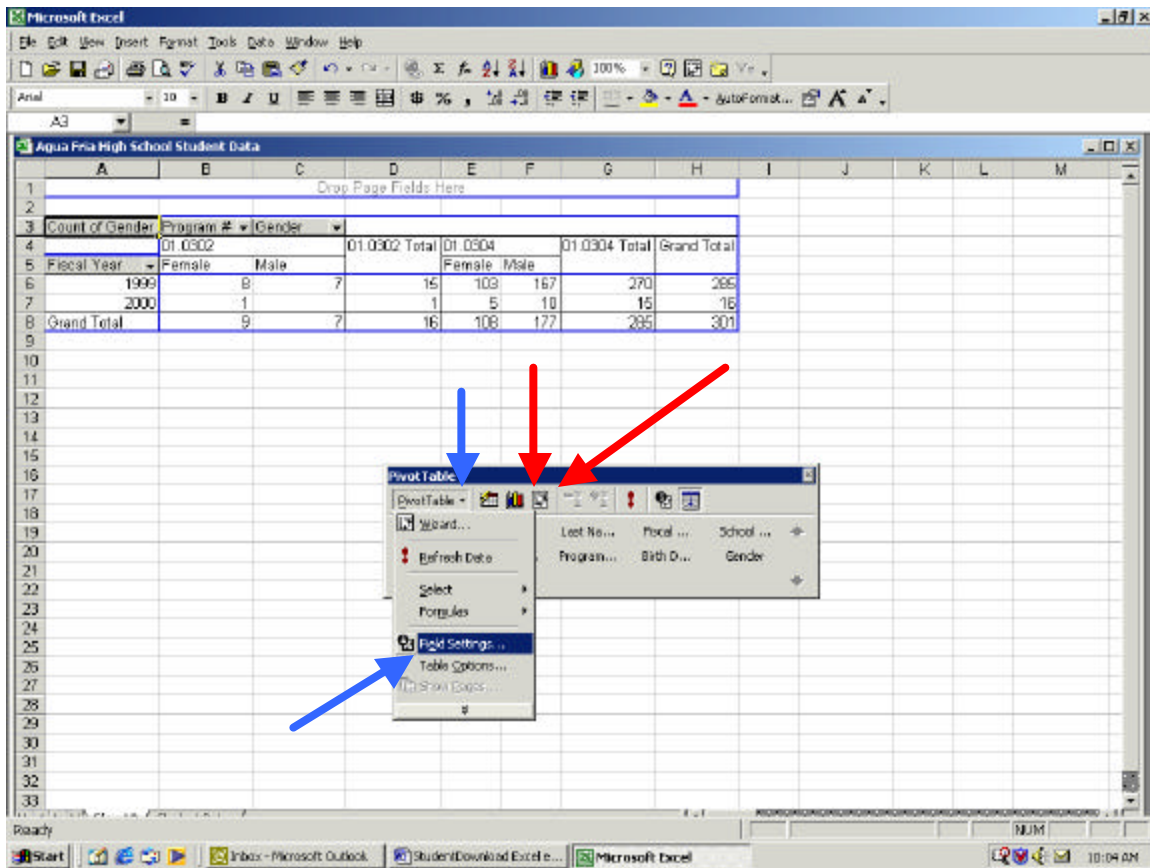
Place

Ready

Start Index - Microsoft Outlook StudentDownload Excel... Microsoft Excel

NUM 9:59 AM

Now the Pivot Table only shows data for Program #'s 01.0302 and 01.0304.



To change the Pivot Table field selections return to the Pivot Table Wizard by clicking on the **Pivot Table Wizard** icon, then click Layout.

To change the Field Settings to functions other than Count (Sum, Average, etc), click on the **drop down arrow next to "Pivot Table"** and select **Field Settings**. From here you can perform a variety of functions to sort your data.